

SPEECH FEEDBACK SHEET

	INEFFECTIVE	EFFECTIVE	EXCEPTIONALLY EFFECTIVE
ORGANIZATION			
<u>INTRODUCTION</u>			
Purpose statement	None, too broad, unclear, misleading	Identified basic subject	Precisely identified subject, clear central idea
Overview	None, misleading	Listed main points	Clearly explained sequence and pattern, expanded main points
<u>BODY</u>			
Main points	Failed to support purpose, unclear, poorly balanced	Balanced ideas, related to purpose	Clear, logical pattern, supported purpose
Sub-points	Hard to follow ideas, poorly sequenced, illogical	Usually easy to follow, ideas related	Logical, properly sequenced, clearly evident
Transitions—main points	None, confusing or misleading	Mechanically aided flow of argument	Clearly established relationship, smoothly connected ideas
Transitions—sub-points	None, confusing or misleading	Mechanically aided flow of argument	Appropriate mixture of smooth and mechanical transitions
<u>CONCLUSION</u>			
Summary	None, new material, vague, incomplete	Reviewed main points, mechanical	Smoothly tied main ideas, aided retention of ideas
Closure	None, abrupt, inappropriate	Sense of completeness	Reinforced central ideas
<u>TIME MANAGEMENT</u>	<7, >14 minutes	7-9, 11-14 minutes	9-11 minutes
SUPPORT (Statistics, comparisons, testimony, paraphrase, quotations, examples, definitions, description)			
<u>DATA</u>	Confusing, irrelevant, insufficient, too general	Adequate, relevant, some variety, accurate	Comprehensive, clear, varied, appropriate for audience background
<u>SOURCES</u>	Omitted, too limited, poorly integrated, interpretation, credibility unknown, source not properly identified	Adequate, usually integrated, most experts qualified, most sources credible	Multiple sources; sources integrated, qualified (self, if applicable), sources credible, free of interpretation
<u>DEVELOPMENT</u>	Points not understood, vague, too general, emotional appeal. Not objectively presented.	Most points understood, logical approach to subject, clearly explained	Completely understood, free of emotional appeal, objectively presented
DELIVERY			
<u>PHYSICAL</u>			
Body movement	Limited, distracting, rocking motion, shifting weight	Some purposeful movement	Natural, well timed, always appropriate
Gestures	Limited, poorly timed, repetitive, overdone, distracting	Some descriptive gestures, usually appropriate	Natural, well timed, reinforced meaning
Presence	Lacked enthusiasm, sincerity, or confidence or poise; casual; stiff	Generally showed confidence and poise	Enthusiastic, relaxed, self-assured
Eye contact	Looked down, above audience, at visual aid, notes; sweeping	Included most of audience	Direct, impartial, included entire audience equally
Note use	Overused, distracting, manuscript used	Acceptable reference to notes	Well integrated
Visual aids	Distracting, little impact, too detailed, poorly integrated, no visual aid	Supportive, helpful	Comprehensive, enhanced communication effort, well integrated
<u>ORAL</u>			
Word choice	Slang, jargon, poor word choice	Usually clear vocabulary	Precise word choice, appropriate
Rate	Choppy, fast, slow; inappropriate or very few pauses	Comfortable with some variety; some pauses for emphasis	Comfortable with frequent variety; frequent pauses for emphasis; well-timed
Voice	Little variety, too quiet, too loud, constant or monotone	Some variety, usually appropriate	Frequently and appropriately varied, correct emphasis